

Minutes of the  
Mid-Wisconsin Federated Library System  
Board of Trustees Meeting  
Tuesday, September 24, 2013

The regular meeting of the MWFLS Board of Trustees was called to order at 6:03 p.m. at West Bend Community Memorial Library, 630 Poplar Street, West Bend, Wisconsin. Ruth Schmitt called the meeting to order. Ruth welcomed Trustees, Staff, and Librarians.

ROLL CALL

MEMBERS PRESENT: Jane Colwin, Paul Marose, Gary Morgenstern, Dwayne Morris, Ruth Schmitt, Juanita Schultz, Sue Smith, Dan Stoffel, William von Rohr.

MEMBERS ABSENT:

MEMBERS EXCUSED: Sarah Butts, Polly Edgar, Loren Gray, Janet Negus, Doug Rakowski

MWFLS STAFF: Sue Cantrell, System Director; Dustin Foust, Library System Services Technician, Jackie Jacak, Business Manager.

GUESTS PRESENT: Amy Becker, West Bend; Mike Gelhausen, Hartford; Alex Harvancik, Horicon; Kathy Hookham, Palmyra; Roberta Olson, Germantown.

CORRESPONDENCE & APPEARANCES

- "Big Picture" vs. "Vital Details" trustee dinner flyer
- 9/12/13 Wingspread Merger Committee Minutes

MINUTES

A motion was made by Colwin and seconded by Smith to approve the August 27, 2013 minutes with a correction on Page #2 under Finance Committee 60 to 90 day. Amendment accepted. Motion carried by voice vote, all in favor.

FINANCIAL REPORTS

A motion was made by Stoffel and seconded by Morris to approve payment of August Computer Checks in the amount of \$92,876.52 and Manual Checks in the amount of \$738.40, and director requested reimbursement in the amount of \$183.06, for a total of \$93,797.98. Motion carried by roll call vote, all in favor.

OPERATIONS REPORT

*Director's Report*

- No further information

### *Technology Report*

- Dustin continues to work on the backlog of MWFLS helpdesk tickets.
- He is also in the process of working on setting up documentation on how the libraries are set up; this will help decrease down time, help desk tickets, or needed repairs.

### *Finance Committee*

- The Finance Committee met with Winter, Kloman, Moter, and Repp, MWFLS auditors, to discuss the merger and the financial implications of such a merger. They recommended dissolving both systems and forming a new entity.

### *Merger Committee*

- On September 12, 2013 both merger committees met for a day long summit. The morning session hosted various people, two of which, were directors from Eastern Shores Library System and Manitowoc Calumet Library System. They recently went through the process of trying to merge these two systems, but it failed. They discussed why they thought the process did not work. Several of merge committee members felt this information was very useful.
- The afternoon session was a working session for the two committees. Six motions were passed. One motion in particular was in regard to retaining existing staff. Stoffel noted, he did not approve this motion even though it states it in the minutes. A correction will be made.
- Morris questioned what efficiencies other than staff and space would be created by the new system? Stoffel noted the ILS, discounts for purchasing items in larger quantities, and efficiencies with staff time.
- Morris questioned how motions are being made/passed. He questioned if this process takes one person from each system. He felt this would add equality to how motions are made/passed if both systems were involved. The committee is in the process of working on putting in place procedural items. Another LLS member will be added to the committee since currently MWFLS has more members.

### *Director's Council*

- No further information.

### UNFINISHED BUSINESS

#### *MWFLS/LLS Merger Update*

- No further information.

#### *2014 System Budget*

- Stoffel reviewed the 2014 budget with the board.
- Stoffel noted, the 2014 budget has a deficit. 2013 retained earnings will be used to cover the deficit. State aid revenue is less than what system expenditures are. Stoffel is concerned about this for future budgets.

It was moved by Paul Marose and seconded by Jane Colwin that the MWFLS Board of trustees adopt the 2014 budget as provided in the September 24, 2013 System Board packet. Motion carried by roll call vote, all in favor.

#### *Building & Grounds Committee Request for Extra Funds to Finish Landscaping Projects*

- Schultz, Building and Grounds Chair, reviewed with the board that the landscaping projects have been going well and are on schedule. Currently the committee has

\$1,060.00 remain to work with. Unfortunately, this will not be enough to finish the remaining landscaping projects, which she would like to have completed in 2013. Schultz is requesting an additional \$500.00 to complete the projects.

It was moved by Schultz and seconded by Morris that the MWFLS Board of Trustees approve System Director and Building and Grounds Chair to expend an additional \$500.00 for landscape upgrades to building. Funds will be expended from #6042 Maintenance Office. Motion carried by roll call vote, all in favor.

#### NEW BUSINESS

##### *Presentation of the 2014 MWFLS Plan*

It was moved by Colwin and seconded by Smith that the MWFLS Board of Trustees authorize the President and Director to sign the Annual Public Library System Plan and Certification to comply for calendar year of 2014 as provided in the September 24, 2013 system board packet. Motion carried by voice vote, all in favor.

##### *Presentation of the 2014 MWFLS Technology and Resource Sharing Plan*

- The technology plan expired July of 2013. Cantrell and Foust did the tech plan for one year instead of 5 due to the recent merger talks.

It was moved by Colwin and seconded by Stoffel that the MWFLS Board of Trustees accept and place on file the MWFLS Technology and Resource Sharing Plan for July 2013 - December of 2014. Motion carried by voice vote, all in favor.

##### *Moving MWFLS Board Meetings to an Earlier Time of Day*

- The board discussed changing the meeting time from 6 p.m. to possibly a daytime hour or weekend.
- The overall board felt this wasn't in their best interest if they wanted to attract a diversity of board members. The board agreed to leave the meeting time status quo.

##### *Selection of a Strategic Plan Committee by the Board President*

- Cantrell expressed the idea of postponing the strategic plan process until the system knows what direction they will be going in with the merger. Cantrell would like to have a decision in regard to the merger by the end of 2013. Morris agreed that the strategic plan process should be postponed until a final decision is reached about the merger.

#### ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, October 29, 2013 at 6:00p.m at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by Morgenstern and seconded by Smith to adjourn the meeting. Schmitt, Board President, adjourned the meeting at 7:04 p.m.

Respectfully Submitted,  
Jackie Jacak, Recording Secretary